

UNIVERSAL SERVICE ORDER		1. ORDER NUMBER			2. DATE	
3. THIS ORDER IS ISSUED AS FOLLOWS: ("X" applicable box) <input type="checkbox"/> ECONOMY ACT ORDER (31USC1535) <input type="checkbox"/> PROJECT ORDER (41USC23) <input type="checkbox"/> ADVANCE PROCUREMENT PLANNING ORDER					4. DATE FUNDS EXPIRE	
					5. AMENDMENT NUMBER	
6. FROM (ORDERING ACTIVITY)			9. TO (PERFORMING ACTIVITY)			
a. NAME			a. NAME			
b. ADDRESS			b. ADDRESS			
7. POINT OF CONTACT			10. REMARKS. FUNDS CANNOT BE EXCEEDED WITHOUT PRIOR APPROVAL OF ISSUING OFFICE. (Attach a continuation sheet if more space is required.)			
a. NAME						
b. OFFICE SYMBOL		c. TELEPHONE NUMBER				
8. MAIL CERTIFIED BILL TO						
11. DESCRIPTION OF ORDER AND OTHER INSTRUCTIONS (Attach a continuation sheet if more space is required.)						
REF NO.	ITEM NO.	SCHEDULE OF SUPPLIES/SERVICES	QUANTITY ORDERED/ACCEPTED	UNIT MEAS.	UNIT PRICE	ESTIMATED AMOUNT
a.	b.	c.	d.	e.	f.	g.
h. APPROPRIATION:				i. TOTAL of BLOCK g.		
12. AMENDMENT AMOUNT						
INCREASE (a)		DECREASE (b)		AMENDED NET TOTAL (c)		
13. ORDERING ACTIVITY						
a. THIS IS AN APPROVED REQUIREMENT.				b. FUNDS ARE AVAILABLE.		
(1) NAME OF APPROVING OFFICIAL				(1) NAME OF CERTIFYING OFFICIAL		
(2) TITLE				(2) TITLE		
(3) SIGNATURE			(4) DATE	(3) SIGNATURE		(4) DATE
14. PERFORMING ACTIVITY						
<input type="checkbox"/> a. THIS ORDER IS ACCEPTED ON A REIMBURSABLE BASIS. <input type="checkbox"/> b. THIS ORDER IS ACCEPTED ON A DIRECT BASIS. <input type="checkbox"/> c. THIS ORDER IS NOT ACCEPTED.				(1) NAME OF APPROVING OFFICIAL		
				(2) TITLE		
				(3) SIGNATURE		(4) DATE

PREPARATION INSTRUCTIONS FOR THE DLA FORM 1817, UNIVERSAL SERVICE ORDER

Block No. Title and/or Description

1. **ORDER NO.** - The document numbers will be assigned by the ordering activity. The number is for accountability and control purposes. It will be a sequential alpha/numeric number to uniquely identify the order and related financial transactions. Related correspondence and billings will reference the assigned document number.
2. **DATE** - The date on which the order is issued by the ordering activity.
3. **TYPE ORDER BEING PROCESSED** - Indicate the type of order being processed. The order may serve as either a reimbursable Economy Act Order (31 USC 1535) or Project Order (41 USC 23), or as an unfunded Advance Procurement Planning Order (DFARS 208.7004-3) for acquisition planning.
4. **DATE FUNDS EXPIRE** - The date when the ordering activity funding authority is no longer available for new obligations to fill this order.
5. **AMENDMENT NUMBER** - The number assigned by the ordering activity to uniquely identify each amendment to the original order cited in block 1.
6. **FROM (ORDERING ACTIVITY)** - The name and address of the ordering activity.
7. **POINT OF CONTACT** - The name of the individual at the ordering activity to be contacted should questions arise regarding the order. An office symbol and telephone number should also be provided.
8. **MAIL CERTIFIED BILL TO** - Enter the activity name, office symbol and address of the office that will process the bill for payment. If the ordering activity validates the bill, the ordering activity will forward the bill for payment by DFAS - Columbus, ATTN: DFAS-CO-ABR, PO Box 369018, Columbus, OH 43236-9018.
9. **TO (PERFORMING ACTIVITY)** - The name and address of the performing activity.
10. **REMARKS** - Use for additional information, as required. A continuation sheet may be used if more space is needed.
11. **DESCRIPTION OF ORDER AND OTHER INSTRUCTIONS** - Enter complete description of work, service or equipment requested and required delivery schedule. Specify the Object Classification of the support required and any deviation from a monthly billing cycle. Use a continuation sheet if more space is needed. Complete blocks 11.a. thru i., as appropriate. Enter the appropriation accounting classification funding the order in block 11.h. The total amount of the order entered in block 11.i. establishes an administrative limitation which cannot be exceeded by the performing activity without prior approval of the ordering activity.
12. **AMENDMENT AMOUNT** - Enter total increase or decrease related to amendments and the net cumulative total of the order. When block 12 is used, then block 12.c. establishes the administrative limitation which cannot be exceeded by the performing activity without prior approval of the ordering activity.
13. **ORDERING ACTIVITY** - a. Enter the name, title, and signature of the individual in the ordering activity authorized to approve the order. b. Enter the same information for the individual authorized to certify fund availability.
14. **PERFORMING ACTIVITY** - Acceptance or nonacceptance of the order is required. Enter the name, title, and signature of the approving official of the performing activity.